

Kalamazoo Public Library
OFFICIAL MINUTES OF THE BOARD OF TRUSTEES
REGULAR SESSION
DATE: October 24, 2011
TIME: 4:00 P.M.
LOCATION: Central Library

TRUSTEE ROLL CALL:

Present: Robert Brown, Bruce Caple, Lisa Godfrey, Cheryl TenBrink, James Vander Roest, and Valerie Wright.

Absent: Fenner Brown

CALL TO ORDER:

President Godfrey called the meeting to order at 4:00 p.m.

AGENDA APPROVAL:

The agenda was amended to include item B1: Snowmelt System Agreement.

I. RECOGNITIONS, RESOLUTIONS, COMMUNICATIONS

II. PERSONS REQUESTING TO ADDRESS THE BOARD

III. CONSENT CALENDAR

A. Minutes of the Board Meeting of September 26, 2011

B. Personnel Item

NEW HIRE: Patrick Jouppi joined the Adult Services staff in the position of Library Assistant 3 FTE 0.5 in Local History effective September 1, 2011. Patrick was most recently employed as an intern within this department.

DISPOSITION:

The board accepted the Minutes of the Meeting of September 26, 2011 and the personnel item as presented.

IV. FINANCIAL REPORT

A. Financial Reports for the Period Ending September 30, 2011

Recommendation: A. Rohrbaugh recommended the Board accept the Financial Reports for the period ending September 30, 2011.

MOTION:

J. VANDER ROEST MOVED AND C. TENBRINK SUPPORTED THE MOTION TO ACCEPT THE FINANCIAL REPORTS FOR THE PERIOD ENDING SEPTEMBER 20, 2011.

DISCUSSION: Valerie Wright inquired if budget would be adjusted for the tax charge backs. It was confirmed this would occur.

MOTION CARRIED 6-0



V. REPORTS AND RECOMMENDATIONS

ACTION ITEMS

A. 2010-2011 Audit

Presentation: Director Rohrbaugh introduced Tom Cole and Corey VanDyke of Plante and Moran, LLC. Mr. Cole and Mr. VanDyke were able to provide an unqualified opinion for the 2010-2011 audits. The library is succeeding in a tough economy, and there are no concerns. The General Fund Balance has increased by \$1,170,331. The statements were reviewed in detail with the Finance & Budget Committee on October 14, 2011. Mr. Cole and Mr. VanDyke thanked the library business office staff, particularly Diane Schiller, for their assistance in the process.

MOTION:

V. WRIGHT MOVED AND J. VANDER ROEST SUPPORTED THE MOTION TO ACCEPT THE AUDITED FINANCIAL STATEMENTS FOR THE YEAR ENDING JUNE 30, 2011 AS PRESENTED.

Discussion: President Godfrey pointed out how Class 6 libraries are varied in size and that this should be taken into consideration when looking at comparative data.

MOTION CARRIED 6-0



B. Capital Improvement Plan Revision

Executive Summary: Director Rohrbaugh revisited the Capital Improvement Plan and noted allocations new to the current revision of the plan include additional funds for the remainder of the Signature Gem project, laptop chairs and workspaces at Oshtemo, emergency generators for both Oshtemo and Eastwood, refurbishment of the Central cooling tower, uniform audio visual (AV) set-ups for all public meeting rooms, funding to support replacement of lamp fixtures as they fail in the first floor rotunda at Central, upgrade of the security camera system, and an allowance for the replacement of the public printing software system. Overall, the above revisions result in an unallocated fund balance at the end of the three year plan at June 30, 2013

of \$324,001. The Capital Improvement Plan Revision has been reviewed by the Finance and Budget Committee and comes with their recommendation for approval.

Recommendation: A. Rohrbaugh recommended the Board approve the revised Capital Improvement Plan for the three years ending June 30, 2013.

MOTION:

J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO APPROVE THE REVISED CAPITAL IMPROVEMENT PLAN FOR THE THREE YEARS ENDING JUNE 20, 2013.

Discussion: In clarifying some of the items on the revised CIP, L. Godfrey raised awareness on the value of the emergency generators and the library shut downs at Oshtemo and how the generators could relieve this situation if there are prohibitive winter conditions again this year. Gary Green, Head of IT, explained the need for uniform audiovisual (AV) setups at each branch in response to a question from C. TenBrink who then confirmed this was a good allocation of funds. V. Wright requested clarification on the Signature Gems project which was explained by Kevin King, Head of Patron Services, to be a standard method in libraries to ensure accurate patron information by having the patron verify the information then provide their signature to confirm accuracy. It would also allow patrons to elect to receive email communications for both notices and e-newsletters.

MOTION CARRIED 6-0



B1. Snowmelt System Agreement

Executive Summary: Director Rohrbaugh informed Trustees of the possibility of extending the downtown snowmelt system along South Street and around the corner at least to the KPL entrance on Rose Street. The Downtown Development Authority (DDA) would pay for the installation of the system. KPL would be responsible for maintenance, estimated at about \$1.50 per square foot, based on the experience of Miller Canfield across the street. The DDA has proposed four contracts for this project. Two would involve the library: one between KPL and the DDA for installation and one between KPL and Peregrine Realty for maintenance. Matt VanDyke at Miller Canfield will review these contracts on our behalf. The DDA hopes to have all contracts signed by the end of November so that planning can be done over the winter and installation done in the spring.

Recommendation: A. Rohrbaugh recommended that the director, in consultation with the Board President, be authorized to enter into agreements for a snowmelt system for Central library.

MOTION:

J. VANDER ROEST MOVED AND V. WRIGHT SUPPORTED THE MOTION TO AUTHORIZE THE DIRECTOR TO ENTER INTO AGREEMENTS FOR A SNOWMELT SYSTEM FOR CENTRAL LIBRARY.

Discussion: Director Rohrbaugh confirmed that the library would not be fronting any money for the project. The library's contract with the DDA for said services would be for 21 years and that the anticipated cost (approximately 4,000 sq. ft at \$1.50/ft = \$6,000) would be factored in the 2012-2013 budget. B. Caple inquired as to whether KPL could have the snowmelt completely surround the building; such an extension is being considered, but requires the addition of a larger boiler, and therefore the added cost would be prohibitive. Overall, this system will allow KPL to connect with the downtown landscape, reduce FM snow removal costs, reduce wear and tear on the carpets, and increase safety of patrons outside the building in the winter.

MOTION CARRIED 6-0



REPORTS

C. First Quarter Strategic Priority Statistics

Executive Summary: The annual targets have been updated for 2011-2012 and one objective, 5.8, has been modified slightly: it had been "each year, 7,500 adults will attend library sponsored programs". Counting participation in the adult summer reading game but not as a program that is "attended" is important. Therefore 5.8 has been modified to be "each year, at least 7,500 adults will *participate* in library sponsored programs" and traditional program attendance as well as participation in summer reading will be reported in this objective. Trustees will also notice surveying has been scaled back. Last year, our surveys were done quarterly. That was too frequently – too often to manage and too tiresome to patrons. Some surveys will be done annually, some twice per year. Results will be reported accordingly. Each quarter is going better.

Disposition: V. Wright wondered if staff is finding the Strategic Planning process helpful to which A. Rohrbaugh and Gary Green, Head of IT, responded it was a direct measure of KPL's goals and objectives. Although the gathering of data is often clunky at times, it allows the library to use data to quantify the programming, staffing, and other decisions. B. Caple inquired as to the library's ability to gather data in an automated fashion to which Diane Schiller, Head of Finance, responded that the processes are both human and automated and getting better each quarter. Mr. Caple also posed the question of how the Strategic Planning goals and objectives are aligning with staff goals and objectives, job descriptions, annual reviews, etc. A. Rohrbaugh responded that the library is moving strongly in that direction—aligning job descriptions and evaluations with goals and objectives. It was also noted by A. Rohrbaugh that some of the statistics have seasonal factors affecting them such as those Local History programming primarily offered in the winter and programs for preschoolers during the school year.

D. Legislative Update

Presentation: The Michigan Legislature is moving a bill through the House and Senate which will impact school board elections and, therefore, library board elections. House Bill 4005, which requires elections to be held in November, passed and has moved on as Senate Bill 427 and is currently being reviewed. If passed, the effective start date would be January 1, 2012 making 2013 elections in 2014 and those elections in 2014 moving forward to 2015. Trustee terms would consequentially be lengthened.

DISPOSITION:

B. Caple questioned if this really is a cost savings measure for local governments and districts. D. Schiller confirmed its validity and noted KPL's approximately board election costs in the previous election were \$13,000.

VI. COMMITTEE REPORTS

- A. Finance and Budget Committee—J. Vander Roest noted the committee met regarding the audit and CIP revision
- B. Personnel Committee—no meeting
- C. Fund Development Committee—no meeting
- D. Director's Building Advisory Committee—no meeting

VII. OTHER BUSINESS**A. Trustee Travel and Conference**

Presentation: L. Godfrey led a discussion of the Trustees on travel and conference budget and spending. This is a timely topic since MLA is in Kalamazoo this year alongside the Friends of the Michigan Libraries workshop for library trustees. PLA's biannual conference is in March of 2012. This year's budget for Trustee Travel and Conference is \$4,000. The average cost of one person going to PLA is approximately \$2,000.

Discussion: R. Brown, V. Wright, and C. TenBrink indicated they were not planning on attending PLA. J. Vander Roest indicated if he attended he would pay his own expenses beyond the conference registration. B. Caple was also interested in PLA. Early bird registration ends in January 2012. Several trustees noted the value of PLA as a wonderful networking opportunity, particularly for trustees as other conferences don't necessarily offer that level of integration for trustees. President Godfrey closed the discussion by mentioning that board development is as important as staff development.

B. Director's Report

Director Rohrbaugh noted several things not included in the written report:

- Several staff members are participating in the MLA Annual Conference held here in Kalamazoo this year: Bill Caskey and Steve Siebers—*Won't You Be My Neighbor?* breakout session; Bill Caskey and Sue Warner—*Building Strong Communities* breakout

session; Terry New and Jennifer Cornell—*Employee Orientation: Are We Employees Up to Sink, Swim, or Jump Ship?* breakout session; Kevin King and Jennifer Cornell—announcing keynote speakers; Jennifer Cornell—Conference Programming Co-Chair

Director Rohrbaugh then highlighted a couple items in the written report:

- The 11th Annual Great Grown-up Spelling Bee will be held November 16 at WMU.
- First grade visits went well...17 schools, nearly 1, 200 students! Children got library cards, heard a story, chose a book, and learned how to check it out. Visits will be repeated in a few weeks when the books are returned. Hopefully, the third visit will be with the child's family.

Discussion: B. Caple was impressed with the smoothness of the 1st grade visits and how KPL's staff tweaked each visit a bit to make each one better. V. Wright appreciated that KPL is now participating in the local Day of Caring efforts. President Godfrey returned to the topic of the audit and how KPL compares with other libraries in the area and of the same size. It appears KPL just keeps getting better with each passing year.

VIII. PERSONS REQUESTING TO ADDRESS THE BOARD

IX. TRUSTEE COMMENTS

- B. Caple expressed his interest in participating in the Great Grown-up Spelling Bee. He also was curious as to the inclusion of the words "for pleasure" in our Reading, Listening, Viewing for Pleasure
- C. TenBrink attended the Oshtemo Township Park groundbreaking as well as the Teen Read-a-Thon and was excited about both opportunities.
- L. Godfrey clarified the new bike lockers that will be in downtown Kalamazoo. KPL will not provide one of these for patrons as it is a long-term bicycle rider/commuter solution rather than one to meet the needs of the patrons who park their bikes for just a short amount of time.

X. ADJOURNMENT

Hearing no objection, President Godfrey adjourned the meeting at 5:26 pm.

X

Robert Brown
Secretary